ISIS HR
Quick Tips

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Additional Date Specifications for Merit Increases Not Granted When the Employee was Eligible

How do I record multiple eligibility dates for employees who were not granted merit increases and how do these dates affect other date specifications?

In ISIS HR Quick Tip #24, we began a discussion of tracking merit increases that an employee was not granted and was eligible for. Additional date types have been added to the 'Date Specifications' infotype in ISIS HR to record multiple instances of merit increases not being granted to eligible employees. According to Civil Service Rule 6.14(d), it is possible for an employee to have up to three dates of merit eligibility at one time. The three date types to record for multiple merit eligibility dates are "15-NotGrantElgMeritDat1" for the first merit increase not granted, "45-NotGrantElgMeritDat2" for the second, and "46-NotGrantElgMeritDat3" for the third. These date types must be delimited on either the day the merit was granted for the merit not granted or three years from the date of that missed merit.

Users should copy the date specifications record, add the appropriate merit not granted date type for the date the employee became eligible and record the 'Next Merit Eligibility Date' for the employee's next appraisal period. For example, an employee becomes eligible for a merit increase on 08/03/2007, but the merit is not granted. If this is the first instance of an employee not being granted an eligible merit, "15-NotGrantElgMeritDat1" would be used and dated as 08/03/2007 and the "14-NextMeritEligDate" would be dated as 08/03/2008.

Questions? Call the HRIS Program Consultant at (225) 219-9439